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ERA PROCEDURES

PROCEDURES FOR THE INITIATION AND REVIEW OF RESEARCH PROJECTS OF THE ECONOMIC RESEARCH AREA OF ORR

Number 2

(Revised)

January 1963

WARNING

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CENTRAL INTELLIGENCE AGENCY

Office of Research and Reports

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S-E-C-R-E-T

PROCEDURES FOR THE INITIATION AND REVIEW
OF RESEARCH PROJECTS
OF THE ECONOMIC RESEARCH AREA OF ORR

ERA Procedures No. 1 (Revised) sets forth the procedures to be followed in connection with the scheduling of projects at the time that the annual Research Program of the Economic Research Area (ERA) of the Office of Research and Reports (ORR) is being planned. ERA Procedures No. 2 (Revised) outlines the procedures to be followed in connection both with the initiation of research projects at other times and with the coordination and review of completed projects.

1. Initiation of Research Projects

a. All research projects require the approval of the Chief, Economic Research Area (Ch/E). The authority to approve small support projects [as defined in b, (5), below], however, is delegated to Staff and Division Chiefs, who may delegate the authority to Branch Chiefs.

b. The procedure for the initiation of research projects is as follows:

(1) A Branch that wishes or has been requested to initiate a research project will prepare on letter-size paper a Project Initiation Memorandum (PIM) in the form shown in Attachment A. The PIM will state the intelligence problem involved and the terms of reference for the project in sufficient detail to permit the Division Chief and the Ch/E to assess the desirability of undertaking the project. If the project is to be a major one, a tentative outline should be submitted with the PIM.

(2) The PIM, which is to be classified SECRET unless a higher classification is required, will be typed on a ditto master without date and forwarded to the Division Chief, who will indicate his concurrence by initialing the PIM. If contributions from other Divisions are proposed, the Action Division will obtain the concurrence of the other Divisions. The PIM will then be forwarded to the Planning and Review Staff (St/PR), which will review the PIM and forward it to the Ch/E for approval. After the Ch/E has approved the PIM, St/PR will assign a number to the project,

S-E-C-R-E-T

S-E-C-R-E-T

notify the analyst, and make copies of the PIM, which will be distributed to the Branches and Divisions of the ERA and to other interested components outside the ERA.

(3) The procedure outlined above applies to all projects that are expected to result in economic intelligence reports, memoranda, research aids, written contributions to NIE's and NIS's, and other major support projects.

(4) When a Branch begins to work on a written contribution to an NIE for which the project number has already been included in the Research Program, St/PR should be notified and given the due date for the contribution.

(5) Small support projects may be authorized by Staff and Division Chiefs without the specific approval of the Ch/E. A small support project is defined as any project (a) that is to be undertaken in response to an oral or written request from the Current Support Staff, any component of CIA outside the ERA, or another government agency; (b) that will result in the preparation of written intelligence; and (c) that will require no more than 40 man-hours and/or will be completed within 2 weeks from the date of initiation. An analyst who receives such a request, after obtaining at least the approval of his Branch Chief, will contact St/PR, describe the request, and obtain a project number in the S-numbered series. The man-hours spent on small support projects will be recorded on the time sheets of the analysts in columns 4 and 5 (Consultation and Support), and a record copy of each project will be kept in the files of the Branch concerned.

c. Changes in the research program require the approval of the Ch/E, except that Division Chiefs are authorized to extend due dates for valid reasons. When a due date is changed, the Division will notify St/PR of the new due date. In order to cancel a project, the Branch Chief concerned will submit a request for cancellation through the Division and St/PR to the Ch/E, explaining the reason for the request.

2. Review of Completed Research Projects

a. When a research project intended for publication by ORR has been completed, the Action Division will submit an original and two copies of the draft report, triple-spaced on legal-size paper, to the

S-E-C-R-E-T

S-E-C-R-E-T

Ch/E through St/PR. All reports will be accompanied by three copies of a standard transmittal sheet for such projects, Form No. 1722 (see Attachment B). A report will be stamped with the security classification of the most highly classified source material cited in the report, with the appropriate dissemination controls (such as NO FOREIGN DISSEM), and with the group marking stamp -- Group I. 25X1
Analysts are responsible, however, for insuring, in accordance with the policy of CIA, that a report is classified no higher than necessary to protect the identity of sources.

b. Draft reports intended for publication by ORR will be coordinated with the appropriate Branches of the ERA, the Geographic Research Area (GRA), the Office of Current Intelligence (OCI), or the Office of Scientific Intelligence (OSI), and their concurrence with the substance and conclusions of the report will be indicated by the initials of the Branch Chief on the transmittal sheet. If there is a disagreement by the Coordinating Branch that cannot be resolved, the Chief of the Coordinating Branch will indicate the nature of the disagreement in a memorandum to the Ch/E, which will accompany the transmittal sheet. If a report deals with a subject for which DCID 3/1 delegates the primary responsibility to another government agency, the analyst will attach a memorandum indicating the nature and extent of the coordination that has been undertaken. All of the necessary coordination must be completed before submittal of the draft report for review by the Ch/E. After final approval by the Ch/E the draft report will be submitted to St/P for editing and publication.

c. All completed support projects that are to be sent in memorandum form to the requester without reproduction, except those for which special arrangements exist, will be forwarded in an original and three copies to the Ch/E through St/PR. These projects will be accompanied by four copies of a standard transmittal sheet for such projects (see Attachment C). After approval by the Ch/E the project will be forwarded to the Assistant Director for Research and Reports (AD/RR), or elsewhere as appropriate, for transmittal to the requester. A file copy of each of these support projects will be retained in St/PR. Support projects for requesters outside ORR will be approved and signed by the AD/RR. Transmittal memoranda covering such projects will be prepared by the Action Branch in an original and at least four copies for the signature of the AD/RR, or by the Special Assistant, Research and Reports (SA/RR), when the report is sent to units of the DD/I overseas. If the memoranda are to be passed by DD/I units overseas to foreign governments, they should be routed through St/P/C.

- 3 -

S-E-C-R-E-T

S-E-C-R-E-T

d. NIS contributions, after approval by the Action Division, will be submitted in four copies to the NIS Coordinator in St/PR, together with one copy of a standard NIS transmittal form (Attachment D). Contributions may be in typescript or reproduced on multilith, ditto, or xerox, but the style and format must conform to the requirements outlined in National Intelligence Survey: Standard Instructions: Nature, Purpose, and Scope of the NIS Program, July 1957, revised July 1959. Three copies of the contribution must include proofs of all graphics and any contributions prepared by other government agencies. The fourth copy will include only the contributions prepared in the ERA. A fifth copy, complete with documentation, graphics, and contributions from other government agencies, will be retained in the files of the Branch responsible for coordination of the NIS contribution. The NIS Coordinator will submit three copies of the completed contribution to the Office of Basic Intelligence (OBI) and one copy to the Ch/E, through St/PR, for review.

e. NIE contributions will be submitted by the Action Division to the Ch/E through St/PR in one copy. After approval by the Ch/E the draft will be returned to the Action Division for final typing (double-spaced) on multilith mats. A cover sheet for the contribution will be prepared as indicated in Attachment E. The EP series number and the number of copies required should be obtained from St/P/C. After the required number of copies are prepared by the Action Division, all copies should be numbered and delivered to St/P/C, which is responsible for the distribution of the contribution to the Office of National Estimates and other recipients.

f. Special arrangements exist for the handling of the EIC Biweekly Reports, the Intelligence Statements for COCOM, and certain other contributions by the ERA. When such projects are completed, the Action Branch will notify St/PR so that the appropriate notation can be made in the project control records. For the handling of Current Support Briefs, see ERA Procedures No. 4 (Revised), October 1962, SECRET/CIA Internal Use Only.

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT A

CENTRAL INTELLIGENCE AGENCY
Office of Research and Reports
Economic Research Area

PROJECT INITIATION MEMORANDUM

Project No.

Date;

TITLE:

TYPE OF PROJECT: ORR Publication ☐ NIS ☐ NIE ☐ Other ☐

STATEMENT OF THE INTELLIGENCE PROBLEM:

Problem:

Terms of Reference:

RESPONSIBILITY:

	<u>Man-hours</u>	<u>Due Dates</u>	<u>Initials</u>
<u>Action Division:</u>	_____	_____	_____
<u>Branch:</u>	_____	(to St/PR)	_____
<u>Contributing Divisions:</u>	_____	_____	_____
<u>Branches:</u>	_____	(to Action Branch)	_____
<u>Consulting Branches:</u>	_____		
<u>Principal Analyst:</u>	_____	_____	_____
	Name		Extension

APPROVED:

Chief, Economic
Research Area

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT B

SECRET
(When Filled In)

TRANSMITTAL OF DRAFT REPORT FOR REVIEW AND PUBLICATION				PROJECT NO.	
TO : Chief, Economic Research Area THRU: Chief, Planning and Review Staff					
TITLE, OR SUBJECT, OF REPORT				CONTRIBUTING ANALYST(S)	
ATTACHMENTS: ORIGINAL AND TWO COPIES					
RECOMMENDED PUBLICATION CATEGORY	ER	RA	EM	CS	OTHER:
COORDINATING ANALYSTS					
NAME	BRANCH	INITIALS	GRAPHICS TO BE PUBLISHED IN TEXT		
			YES	NO	
			HAS CLEARED ST/P GRAPHICS COORDINATOR		
			YES	NO	
INFORMATION ON US MILITARY END PRODUCTS AND MANPOWER USED					
NO. OF MANHOURS TO PRODUCE REPORT		ESTIMATE CARDS SUBMITTED TO ST/P/A		AUTHOR'S NAME REQUESTED TO APPEAR ON REPORT	
		YES		NO	
DATE		SIGNATURE OF AUTHOR			
THIS SPACE FOR USE OF DIVISION AND BRANCH CHIEFS ONLY					
THE ATTRIBUTION OF THIS REPORT TO AUTHOR IS					
APPROVED		DISAPPROVED			
COMMENTS					
SIGNATURE OF BRANCH CHIEF			SIGNATURE OF DIVISION CHIEF		

FORM 1-60 1722

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- 6 -

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT C

(Date)

MEMORANDUM FOR: Chief, Economic Research Area

THROUGH: Chief, Planning and Review Staff

SUBJECT: Transmission of Support Project No. _____

Title: _____

Author: _____

(Name)

(Branch)

(Ext)

Contributing Analysts: _____

ATTACHMENTS: Subject project (original and at least three copies)

1. Attachment is submitted for review and forwarding to requester.
Requester is: _____

2. A copy (attached) should also be sent to: _____

3. Man-hours used on this project: _____

4. Comments:

Chief, _____ Division

- 7 -

S-E-C-R-E-T

NIS TRANSMITTAL RECORD		DATE	
TO: NIS COORDINATOR: ST/PR		NIS AREA NO.	
		COUNTRY	
SUBJECT: SUBMISSION OF NIS		SECTION NO.	
		PROJECT NO.	
A. SECTION COORDINATOR			
NAME	BRANCH	ROOM NO.	EXTENSION
B. CONTRIBUTING ANALYSTS			
NAME OF ANALYST	BRANCH	NAME OF ANALYST	BRANCH
1.		4.	
2.		5.	
3.		6.	
C. THIS SECTION HAS BEEN COORDINATED WITH (INITIALS NOT NECESSARY)			
NAME OF ANALYST	BRANCH	NAME OF ANALYST	BRANCH
1.		4.	
2.		5.	
3.		6.	
D. MANUSCRIPT COPY IS ASSEMBLED AS FOLLOWS			
	NUMBER OF PAGES		NUMBER
TITLE PAGE		TABLES	
TABLE OF CONTENTS		PHOTOGRAPHS	
LIST OF FIGURES		MAPS (BLACK & WHITE)	
TEXT		MAPS (COLOR)	
CAPTION LIST		DIAGRAMS	
OTHER (SPECIFY)		GRAPHS	
		CHARTS	
		OTHER (SPECIFY)	
E. CLASSIFICATION OR CONTROL SPECIFICATIONS			
F. COMMENTS			
SIGNATURE OF SECTION COORDINATOR		SIGNATURE OF DIVISION CHIEF OR DIVISION COORDINATOR	

Form 1978

- 8 -

S-E-C-R-E-T

ATTACHMENT E

Copy No. _____

ORR Contribution to NIE _____:

(Title)

CIA/RR EP _____
(ORR Project No. _____)

(Date)

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- 9 -

S-E-C-R-E-T

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